

## BASIC FUNCTIONS - OFFICE OF SECURITY

### Office of Director

1. Prepares and executes Agency's Security Program.
2. Recommends Agency policies relating to Security.
3. Establishes procedures for the implementation of policy.
4. Chairman, Security Committee, USIB
5. Performs Security inspection functions.

### Executive Staff

1. Support to USIB - S-DMICC.
2. Security support planning - war and emergency situations.
3. Preparation and coordination - Agency Security policies, procedures, regulations and issuances.
4. Security policy advice - proposed legislation, Executive Orders.
5. Reports - Work load, accomplishments.
6. Agency Security Patrol, Emergency Force.
7. Forms designs, management studies, automation.

### Admin and Training Staff

1. Personnel, budget and fiscal, logistical, training.
2. Career Service Board.

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3. Maintenance and operation of covert site.
4. Recreational and morale activities.

Allen Affairs Staff

1. Entry of aliens to U. S. - control, monitor, documentation, disposition.
2. Permanent Residence - Section 8, CIA Act of 1949.
3. Immigration Laws - guidance to interested parties.

Special Security Policy and Clearance Center

1. Uniform system of control.
2. Security aspects of:
  - a. Industrial development system.
  - b. Procurement of intelligence collection system.
3. Dissemination of collected intelligence products.
4. Inspections.
5. Master Index - persons approved for access to information.
6. Process clearance actions.
7. Briefings and debriefings.

Security Research Staff

1. Coordinates counterintelligence effort.
2. Detect, prevent, and arrest penetration of Agency.
3. Research - employee cases.
4. Liaison with Government agencies - CI & CE

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**DD/PPS**

**Personnel, Physical Security, Safety and Fire Prevention.**

**Interrogation Research Division**

1. Polygraph and general techniques.
2. Clandestine interrogations - domestic and overseas.
3. Research - polygraph techniques.
4. Interviews of Agents - foreign languages with or without interpreters.
5. Foreign Government requests.

**Physical Security Division**

1. Physical security surveys - foreign and domestic.
2. Security violations.
3. Protection of Agency buildings.
4. Guard force and receptionists.
5. Identification and badging program.
6. Maintenance and repair of safekeeping equipment.
7. Collection and destruction classified waste.
8. Storage and handling classified information.
9. Membership - Federal Committee on Security Equipment
10. Safety and Fire Prevention.